

Date

Provider Contact
Facility
Street Address
City, ND Zip

RE: EARLY CHILDHOOD EDUCATION GRANT – LETTER OF AGREEMENT

Dear Contact Provider Name:

Congratulations! Underwood School District’s application for the Early Childhood Education Grant program has been approved. The facility will receive up to \$XX,XXX for expenses incurred for students eligible for free lunch or eligible for reduced lunch according to the Richard B. Russell National School Lunch Act. As outlined in the North Dakota Century Code chapter 15.1-37-01, the Department of Commerce will administer the awarded grant at a rate of \$2,000 for each four year old eligible for free lunch and \$1,000 for each four year old eligible for reduced lunch. This funding will be reimbursed to the facility on a quarterly basis according to the calendar set forth by the program guidance. If you do not request reimbursement according to the program guidance, this Letter of Agreement will close and your forfeited dollars will be obligated to another early childhood education provider.

Please sign and return the original letter of agreement to Kerri Kraft in the pre-addressed envelope provided or at the address below. Retain a photocopied version for your records. The term of this agreement commences on July 1, 2017 and terminates June 30, 2018.

Kerri Kraft / North Dakota Department of Commerce / PO Box 2057 / Bismarck, ND 58502

Of the 400 hours, 10 hours of research-based parental involvement must be incorporated. Activities such as Gearing Up for Kindergarten, in-class parent reading participation, parent workshops, or field trip involvement are strongly suggested. Parent Teacher Conferences, Parent Meetings, PTO, assessment meetings, or open houses do not demonstrate DPI approved research-based parental involvement.

You will need to verify and retain records that the students funded by the Early Childhood Education Grant program are eligible for free and reduced lunch according to the Richard B. Russell Nation School Lunch Act. In addition, when enrolling students on the North Dakota Department of Public Instruction’s State Automated Reporting System (STARS), you will need to indicate whether the child is on free or reduced lunch.

To receive the Early Childhood Education grant funds, you will need to submit your request online at <http://www.workforce.nd.gov/workforce/EarlyChildhoodEducationGrantProgram/>

____ I understand that I must contact the North Dakota Department of Commerce if the enrollment of four year olds served at my facility that qualify for free or reduced lunch changes during mid-quarter only. All other updates will be reflected on the STARS enrollment form. (Please initial)

Creating STARS enrollment login: Refer to <https://www.nd.gov/dpi/uploads/66/LoginID.pdf> for guidance on how to create the account. **Facility must contact DPI to finalize account setup. Contact Angie Thomas at 701-328-2317.**

If you have any questions, feel free to contact me at 701-328-7263 or kkraft@nd.gov

Kerri Kraft, Program Administrator

Name & Organization

Date

Date

ND Department of Commerce Use	Grant Number
-------------------------------	--------------